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13 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

1. We have agreed with TSD Training to conduct two BAHLT courses especially for TSD personnel, one each in French and Spanish. TSD will provide the instructors and space for the classes, and will cover the overtime costs of the instructors and cost of the textbooks. We will provide guidance, training, and administrative supervision. TSD also plans to provide home study cassette tape recorders for the students. Next week we will give the Modern Language Aptitude Test to all of the prospective students. [] Chief, TSD, is very conscious of the importance of language skills and heartily supports this effort. The two instructors from TSD have native skill in their respective languages and are receiving a short instructor training course this week under the direction of []

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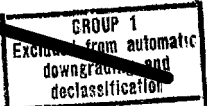
2. The Language Highlights pamphlet was published and distributed this week. Approximately 1500 copies were printed.

3. The "Instructomatic" cassette recorders which we plan to install in the Headquarters laboratory arrived this week. They should be in place, ready for use, by mid-September.

4. The son of one of our instructors, Mrs. [] died Thursday night of a coronary illness. He was about 19 years old, and had planned to enter college in September.

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5. A part-time student in Chinese from DDP/TSD entered training on 5 October 1970 on a three-afternoons-a-week schedule. His training was interrupted as of 18 December and not resumed until 26 April 1971. It took three weeks to review the material he had already covered before he could proceed with the course. His training was again interrupted on 25 June owing to press of business on his desk, and we have just been informed that it will not be resumed for the same reason. This complete waste of a student's time is an example of what can happen in part-time language training, particularly with components whose employees are heavily involved in TDY's.

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6. Language School Statistics:

Students and Classes as of the week of 2 - 6 August 1971:

Students

Full-time - 40
Part-time - 69 (32 Hqs.)

TOTAL.....109

Classes

Full-time - 20
Part-time - 32 (6 Hqs.)

TOTAL.....52

Laboratory hours for the week of 2 - 6 August 1971:

Language School - 29

There were 30 proficiency tests given during the week of
2 - 6 August 1971.



Acting Chief, Language School

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